



### KEY CITY THEATRE - FACILITY RENTAL PRELIMINARY APPLICATION

Please complete this application form and submit to [cora@keycitytheatre.com](mailto:cora@keycitytheatre.com).

Once confirmed we will issue a cost estimate and contract that must be returned in order to finalize your booking.

Application date: \_\_\_\_\_ **Commercial**  **Not for Profit**  **School**

Name of Renting Organization: \_\_\_\_\_

Renting Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Closing cheque payable to: \_\_\_\_\_

**\* INSURANCE (Minimum \$2 million required)**

**\*Must be received with application. Additional Named insured: [Key City Theatre at #20 – 14<sup>th</sup> Ave N Cranbrook and School District #5 940 Industrial Road #1, Cranbrook, BC, V1C 4C6](#)**

**EVENT INFORMATION**

Event Date/s: (to be printed on tickets): \_\_\_\_\_

Presenter: \_\_\_\_\_

**Event Type:**

Concert  Play  Lecture  Film/Travelogue  Comedy Show  Dance  Ceremony

**Event Description:**

\_\_\_\_\_

**Number of Performers:** \_\_\_\_\_

**DATES AND FACILITIES REQUIRED** \* Consult our online calendar at [www.keycitytheatre.com](http://www.keycitytheatre.com) for availability

DATE/S	FACILITY			PURPOSE				TIME IN	PERFORMANCE START TIME	TIME OUT
	Please check v			Please check v						
	Th	Lob	Oth	Set	Tech	Reh	Perf.			

**FACILITY:** Th – Theatre; Lob – Lobby; Oth – Other such as green room

**PURPOSE:** Set – Set Build; Tech – Technical; Reh – Rehearsal (tech and dress); Perf. – Performance

20-14<sup>th</sup> Avenue North, Cranbrook, BC V1C 6H4 250-426-7006

[cora@keycitytheatre.com](mailto:cora@keycitytheatre.com)

**KEY CITY THEATRE - TICKETING AND WEB INFORMATION INTAKE**

<b>SHOW NAME:</b> _____	<b>SHOW DATE/S:</b> _____	<b>SHOW TIME/S:</b> _____	
<b>ITEM</b>	<b>DETAIL</b>		
<b>TICKETING</b> Reserved <input type="radio"/> General <input type="radio"/>	<b>NOTE: All events Must be ticketed through Key City Theatre Box Office</b>	<b>Published Ticket prices should be inclusive of all fees and service charges</b>	
Regular Adult Price *	\$		
Member Adult Price *	\$		
Regular Senior Price 65+ *	\$		
Regular Student Price *valid ID	\$		
Regular Child Price – under 12 *	\$		
Bundles – please specify (eg 4-pack)			
<b>ON SALE DATE:</b> _____ Note: All marketing & ticketing info must be received prior to this date	<b>ON SALE TIME:</b> _____ (Usually 10:00 am on sale date)		
<b>HOLDS</b>		Row Preferences	
Artist Holds (Ticketing Fee applies)	#		
Media Holds (Ticketing Fee applies)	#		
Complimentary Tickets (Fee applies)	#		
Sound Board Pulls (6) <i>Circle as needed</i>	Thrust Stage Pulls (42)	Orchestra Pit Pulls (42)	
<b>MARKETING: ALL</b> marketing materials must have the Key City Logo, Website and Key City phone number Foe Website: Please provide a high quality photo or logo and a brief description of your event to: <a href="mailto:sloban@keycitytheatre.com">sloban@keycitytheatre.com</a> <b>This must be received prior to On Sale Date</b> Inquire about additional services: Poster design & delivery, eblasts, social media campaigns			

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V1C 6H4

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12/01/16



**KEY CITY THEATRE - FRONT OF HOUSE INFORMATION INTAKE**

**SHOW NAME:** \_\_\_\_\_ **SHOW DATE/S:** \_\_\_\_\_

ITEM	Name	Phone/email
Onsite Contact		
Front of House Contact		
Onstage Headset Personnel		
<b>Length of Acts</b>	<b>1<sup>st</sup> Act</b> _____ <b>Intermission</b> _____ <b>2<sup>nd</sup> Act</b> _____	
ITEM	Detail	Comments
<b>Merchandise (15% to KCT)</b>	Yes <input type="radio"/> No <input type="radio"/>	
Number of Tables/Chairs		
Volunteers Needed?	Yes <input type="radio"/> No <input type="radio"/> I will supply my own <input type="radio"/>	
Float Required	Yes <input type="radio"/> No <input type="radio"/> Amount _____	
Programmes	Yes <input type="radio"/> No <input type="radio"/>	
Photography/Video Allowed	Yes <input type="radio"/> No <input type="radio"/>	
<b>Foyer Set Up</b>		
Bar Service during show?		* Available 6 - 10 pm only
Is there a reception or food?	Yes <input type="radio"/> No <input type="radio"/>	If Yes, attach details
Is there a raffle or other activities planned? Eg. music	Yes <input type="radio"/> No <input type="radio"/>	If Yes, attach details and copy of raffle licence
<b>Green Room Set-up: Specify</b>		
Tables & Chairs	How Many People?	
Dressing Rooms	Specify Requirements	
Towels Required (remain at KCT)	Yes <input type="radio"/> No <input type="radio"/>	If Yes, # _____



KEY CITY THEATRE - TECHNICAL INFORMATION INTAKE

SHOW NAME: \_\_\_\_\_ SHOW DATE/S: \_\_\_\_\_

Technical Director: Will Huxtable - [kcttechnical@gmail.com](mailto:kcttechnical@gmail.com)  
All requests for technical equipment, facilities or services must be made **at least 8 weeks** prior to event date.  
The director will contact you to clarify details. **A Technical Rider may be attached to this form**

CONTACTS	Name	Phone and email
Technical Contact (required)		
Third Party Production Supplier	(Provide contact info) *Requires proof of WCB Coverage	
Sound Board Operator (\$25/hr)	Yes <input type="radio"/> No <input type="radio"/>	I will supply my own* <input type="radio"/> (Provide contact info) *Requires proof of WCB Coverage
Stage Hands required? (\$20/hr)	Yes <input type="radio"/> No <input type="radio"/>	I will supply my own* <input type="radio"/> (Provide contact info) *Requires proof of WCB Coverage

**NOTE:** Overtime rates in effect after 8 hours  
Equipment belonging to the Theatre will only be made available to operators approved by the Technical Director.

EQUIPMENT – Please provide schematic diagram for placement or attach Rider

ITEM	√ as needed	ITEM	√ as Needed
Risers (4 x 8)	Number	Bluthner Grand Piano (\$300) Includes tuning	
Podium			
Projector		Monitors – Number	
Projector Source	DVD <input type="radio"/> Blu Ray <input type="radio"/> Computer: Specify <input type="radio"/> PC or <input type="radio"/> Mac		
Screen Rental (\$400)		Flat access to stage area	
Wireless Mics	Number	Bus Parking	
Corded Mics	Number	Will the performance be Recorded / Videotaped? Yes <input type="radio"/> No <input type="radio"/>	
Specialty Mics	Number		
Mic Stands			